

INTERNSHIP PROGRAM

The D.C. Commission on the Arts offers exciting internship opportunities in arts management. Interns have the opportunity to gain job experience, build professional skills, and network with arts professionals throughout Washington, D.C.

Internships are open to college students (college sophomore minimum) and graduate students.

Summer internships are full-time (40 hours per week), and pay a monthly stipend. College credit may be available from a student's university; contact the your school's placement office or the Commission's internship coordinator for details.

There is no application form for the internship program. To apply, please send a cover letter (stating area of interest and goals for internship), a resume, and three letters of reference (professional or academic only), along with an official transcript and a writing sample (1000 words.) Applications should be mailed to:

D.C. Commission on the Arts and Humanities

Attn: Internship Coordinator
410 8th St. NW, 5th Floor
Washington, DC 20004

No faxed or e-mailed applications will be accepted.

Arts Learning & Outreach

Responsibilities: Assisting with all aspects of Arts Education Projects grant program, including project site visits, constituent technical assistance, and grant debriefings. Assist with production and distribution of agency newsletter. Assist with agency grant programs (including artist fellowship auditions). Research and distribute funding opportunities for teachers and artists. Assist with running the annual arts education professional development conference.

Qualifications: Education or Arts Education Major preferred. Experience or interest in teaching, working with youth, public policy is helpful for this position. Strong communication skills (verbal and written) and computer skills (MS Office preferred.) Web design (Dreamweaver) and database (MS Access) experience helpful. Ability to work independently and take initiative is a must.

Arts Programming Internship

Responsibilities: Assisting with all aspects of managing three major grant programs, including site visits, research for debriefings, panel preparation, and technical assistance meetings with applicants. **Qualifications:** Arts Major or interest in arts administration preferred. Strong computer skills, experience with graphic design (Adobe Creative Suite) and database software (MS Access) is helpful.

Grants Management/Legislative Affairs Internship

Responsibilities: Assisting with all aspects of the Legislative and Grants Unit, including grants review and compliance, panel preparation, advocacy, special projects, grants design and programming. Attend meetings related to legislative, grants, and special programming issues. Assist program officer with maintaining Commission website.

Qualifications: Interest or experience working in a political environment preferred. Strong communication skills (verbal and written), ability to work independently is important. Knowledge of computers and information systems is helpful.

Special Programming

Responsibilities: Assisting with managing special programs and new initiatives of the Arts Commission, including development of new marketing plans, festivals, and special presentations. **Qualifications:** Arts major preferred, with an interest in event management and/or marketing. Assist program officer with producing Commission documents and with press releases.

Qualifications: Arts major with an interest in event management and/or marketing preferred. Strong communication skills (verbal and written), ability to work independently is important. Knowledge of computers (MS Office) and graphics software (Adobe) is helpful.